How To Change Your Credit or Debit Card Details

For Your GoEpos Subscription.

Please follow the instructions below if your credit or debit card expiry date has expired, or if you need to replace your current payment card details with a new credit or debit card.

1. Login to your GoEpos Web Office account by visiting **goepos.com** and click the **[WEB OFFICE LOGIN]** button in the top right.
2. Once you are logged in click the **[4 Locations & Billing]** icon and then **[2 Sales Locations & Billing]**.
3. Click the **[Edit Location]** button at the end of the required sales location line.
4. Click on the **[Payment Details]** tab.
5. Now click the **[Remove Payment Card]** button to remove the current credit or debit card.
6. Click the **[Add Payment Card]** button to add and input your new card details and save them.
7. Finally click the **[Save]** button in the top right.